ARIZONA DEPARTMENT OF AGRICULTURE
PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM
1688 W. ADAMS ST., PHOENIX, AZ 85007
602-542-0955   azhemp@azda.gov

INDUSTRIAL HEMP PROGRAM
PROGRAM CHECKLIST

Are you ready to apply for a license to operate an industrial hemp business to grow, harvest, transport, or process hemp? This checklist is only intended as recommendations for the applicant to follow and does not represent official direction from the Department that guarantees a license will be issued.

For questions or assistance, please call 602-542-0955 or email: azhemp@azda.gov.

DO NOT SUBMIT THIS CHECKLIST WITH APPLICATION

What License(s) do you need?

☐ Will you be growing an industrial hemp crop or plants to a stage of maturity for harvesting?
  o   If you answered yes, you will need a **Grower** license.
☐ Will you be growing industrial hemp from seed or other propagative material in order to provide seedlings or other propagative material to another licensed grower to produce a crop of industrial hemp?
  o   If you answered yes, you will need a **Nursery** license.
☐ Will you be harvesting an industrial crop for a licensed grower, other than yourself?
  o   If you answered yes, you will need a **Harvester** license.
☐ Will you be transporting a harvested industrial crop for a licensed grower, other than yourself, to a processing facility?
  o   If you answered yes, you will need a **Transporter** license.
☐ Will you receive harvested industrial hemp plants for processing?
  o   If you answered yes, you will need a **Processor** license.
☐ Are you planning on providing more than one of these services?
  o   If you answered yes, you will need to complete each form for the required licenses.
☐ Are you still unsure which license you need?
  o   Call 602-542-0955 or email azhemp@azda.gov for more information.

Application: A

  ☐ Did you select the correct type of license(s) you are applying for?
  ☐ Did you complete all required forms and obtain any required authorizations?
  ☐ Are you aware of the total amount you will need to pay on or after May 31, 2019 for your licensing fee?
  ☐ Did you completely and accurately enter all required applicant information? Be sure to refer to the **Application Instructions** to ensure accuracy and completeness.
  ☐ Were you able to provide your Level I Fingerprint Clearance Card ID#? If not, you will need to do so before completing the application process on or after May 31, 2019. However, you may submit the application packet early to expedite the process.
  ☐ Did you read the reasons a signature is required?
  ☐ Did you sign and date the completed application?
  ☐ Do you know where to send your completed application packet?

PROGRAM CHECKLIST

Grower Form: G

☐ Did you indicate the total number of panting sites and/or indoor growing facilities?
☐ Did you indicate the total area, outdoor and indoor, to register?
☐ Is your location information accurate?
☐ Did you indicate the GPS Coordinates of the center of each growing area using the Decimal Degree format? (Example: Latitude: 33.44951, longitude: -112.09564)
☐ Did you indicate the area of each separate growing area?
☐ Did you complete an **Additional Growing Locations** form(s), as needed?
☐ Did you indicate the GPS Coordinates of each storage site for propagative materials (seed or otherwise) and harvested plants and plat parts using the Decimal Degree format? (See example above)
☐ Are all growing and storage locations identified and labeled on one or more legible maps or aerial photos?
   o Be sure to refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 of the **Industrial Hemp Program Application Instructions** to ensure accuracy and completeness.

Nursery Form: N

☐ Did you indicate the total number of panting sites and/or indoor growing facilities?
☐ Did you indicate the total area, outdoor and indoor, to register?
☐ Is your location information accurate?
☐ Did you indicate the GPS Coordinates of the center of each growing area using the Decimal Degree format? (Example: Latitude: 33.44951, longitude: -112.09564)
☐ Did you indicate the area of each separate growing area?
☐ Did you complete any **Additional Growing Location** forms, as needed?
☐ Did you indicate the GPS Coordinates of each storage site for propagative materials (seed or otherwise) and harvested plants and plat parts using the Decimal Degree format? (See example above)
☐ Are all growing and storage locations identified and labeled on one or more legible maps or aerial photos?
   o Be sure to refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 of the **Industrial Hemp Program Application Instructions** to ensure accuracy and completeness.

Harvester Form: H

☐ Did you indicate the total number of base of operations?
☐ Is your location information accurate?
☐ Did you indicate the GPS Coordinates of each base of operations using the Decimal Degree format? (See example above)
☐ Are all locations identified and labeled on one or more legible maps or aerial photos?

PROGRAM CHECKLIST

Harvester Form (continued): H

- o Be sure to refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 of the **Industrial Hemp Program Application Instructions** to ensure accuracy and completeness.

Transporter Form: T

- ☐ Did you indicate the total number of base of operations?
- ☐ Is your location information accurate?
- ☐ Did you indicate the GPS Coordinates of each base of operations using the Decimal Degree format? (See example above)
- ☐ Are all locations identified and labeled on one or more legible maps or aerial photos?
    - o Be sure to refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 of the **Industrial Hemp Program Application Instructions** to ensure accuracy and completeness.

Processor Form: P

- ☐ Did you indicate the total number of facilities and/or mobile units?
- ☐ Is your location information accurate?
- ☐ Did you indicate the GPS Coordinates of each base of operations using the Decimal Degree format? (See example above)
- ☐ Did you accurately indicate what parts of a hemp plant or crop the facility or unit would be processing?
- ☐ Did you indicate the GPS Coordinates of each storage site for propagative materials (seed or otherwise) and harvested plants and plat parts using the Decimal Degree format? (See example above)
- ☐ Are all growing and storage locations identified and labeled on one or more legible maps or aerial photos?
    - o Be sure to refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 of the **Industrial Hemp Program Application Instructions** to ensure accuracy and completeness.

IMPORTANT: EARLY APPLICATIONS FORMS & DOCUMENTS MUST BE SUBMITED TO THE DEPARTMENT BY MAY 17, 2019

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